Trainer's Accessing Their Calendars

Step 1: Take the following trail:

Home >> My Workspace >> My Calendar

Step 2: The calendar will populate so you can look at events. If you are not listed for a class you are assigned, the roster manager did not put you in with the correct profile. At this point call Bobby Cottrell at (540) 857-6026 or send email to robert.cottrell@dss.virginia.gov.

Illustration:

My Calendar

Add, edit and delete appointments, meetings and other events you want to track.

My Calendar

Use the left and right arrows to move through months and years. Click the date to view events for that day. Click the plus sign to add an event. Click an event name to view information for that event.

« ‹   September 2012   › »

Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1 [+]
2 [+]	3 [+]	4 [+]	5 [+]	6 [+]	7 [+]	8 [+]
9 [+]	10 [+]	11 [+]	12 [+]	13 [+]	14 [+]	15 [+]
16 [+]	17 [+]	18 [+]	19 [+]	20 [+]	21 [+]	22 [+]
23 [+]	24 [+]	25 [+]	26 [+]	27 [+]	28 [+]	29 [+]
30 [+]						